

DEPARTMENT: Environmental Services

REPORTS TO: Division Manager

SUPERVISES: A unit or section of professional engineering and/or technical support staff.

DEFINITION:

This is a first line supervisor position responsible for overseeing the work of a complete major section or program within the public works environment. Supervises the activities of subordinate field, professional and technical personnel in an engineering design or operations section; performs design and/or review work and evaluation of design of streets, wastewater or other public works facilities.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Engineer I/II level by the responsibility for supervising a significant public works section consisting of lower level engineers (Engineer I/II) and other technical and field personnel.

EXAMPLES OF WORK:

Performs project management work; supervises or performs project planning and design; represents city in administering terms and conditions of project contracts; supervises completion of project objectives and adheres to technical policies; assigns project resources; evaluates project costs and work progress.

Analyzes and prepares reports of the effects on traffic caused by proposed annexations, zone changes, new construction, traffic facilities, and mass transit matters; coordinates the work of the section with other divisions, governmental agencies and public or community advisory boards.

Conducts engineering research studies related to the feasibility of proposed projects or methods, the evaluation of on-going projects, or the determination of solutions to existing field problems; assembles and evaluates technical data; provides technical guidance or proposed solutions.

Reviews reports, specifications, and plans prepared by subordinates on adherence to city standards and accepted engineering practices; recommends changes or approves and certifies subordinates work.

Plans, develops, coordinates and directs large engineering projects or a number of small projects with complex features.

Develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others.

Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment when necessary data are insufficient or confirmation by testing is advisable.

Estimates staffing needs and schedules and assigns work to meet completion date.

Plans, schedules and assigns projects, reviews progress and establishes priorities for completion. Resolves conflicting and contradictory priorities; ensures work is accomplished in a timely and fiscally responsible manner.

Meets with staff members to review schedules, budgets, technical guidelines; presents and discusses parameters of projects; discusses alternatives and implements decisions based upon chosen alternatives.

Maintains continuous contact with representatives from other agencies to provide or obtain needed project information; maintains contact with representatives from consulting firms and contractors to discuss and resolve issues related to agreements and contracts.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment with occasional field work where employees are exposed to heavy construction equipment, traffic, noise and varying weather conditions.

QUALIFICATIONS:

Knowledge of:

- Engineering principles, practices, materials, costs, construction techniques, and equipment applicable to the area of specialization.
- Current literature and trends in a field of engineering specialization.
- Engineering practices in administration, planning and organization; knowledge of project/program planning techniques.
- Engineering regulations and standards applicable to area of specialization.
- Capital and public works budgeting methods.
- Some knowledge of electronic computer capabilities and operating principles as applied to area of specialization.

Ability to:

- Plan, assign, supervise and coordinate work of field, professional and technical subordinates.

- Apply federal, state and city laws, codes and standards and specifications to the area of specialization.
- Prepare and interpret engineering plans and specifications.
- Communicate scientific and technical matters to non-technical people including policy makers in a readily understandable way.
- Establish and maintain effective working relationships with subordinates, other employees, representatives of outside agencies and the general public.

EDUCATION AND EXPERIENCE: Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in Civil Engineering and five to seven years of increasingly responsible engineering/public works experience with at least one year of lead project supervision experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Possession of a valid certificate to practice engineering as a registered professional engineer and possession of a valid Oregon Professional Engineer's License as issued by the Oregon Board of Engineering Examiners within six months after appointment.

Possession of a valid driver's license.